



ASE - Admission Polic

STEP ONE (Optional)

Campus Visits / Open Mornings / Site Tours

All prospective parents are welcomed to join us for an Open Morning. This experience provides the opportunity to learn more about us and be assured that this is the right school for your child. You will enjoy an in depth presentation about the school delivered by our senior leadership team followed by a campus tour and refreshments along with other prospective parents.

STEP TWO - Submit an Application Form

When you are ready to apply complete an application form and submit the supporting documents summarized below:

- Child's electronic birth certificate
- 10 passport size photos
- Copy of both parent ID's
- Most recent previous school report (applicable for KG2 applicants onwards)

Please click here to find and complete the application form: [Application Form](#)

STEP THREE - Entry Assessment

Attend an age-appropriate entry assessment on campus.

The Assessment will be arranged once the application form is submitted and all supporting documents are handed in.

- All assessments will be arranged through the admissions office.
- You can reach the admission office on 010-99513550.
- You can also email the team on admissions@ase-edu.org

STEP FOUR - Parent Conference

Attend a parent conference with the admissions team. For your convenience a parent conference will be arranged on the same day of your child's entry assessment.

STEP FIVE - Admissions Result Shared

Results of entry assessment are shared within a maximum of 5 working days after the assessment has taken place.

STEP SIX - Secure your child's place

When both pupil assessment and parent conference are successful, payment of registration fee is necessary within 10 working days in order to secure a place for the following academic year.

Payment is made directly in school.

STEP SEVEN - Reassessments

In cases where a child is unsuccessful during their initial entry assessment they will be invited to a reassessment.

Where appropriate and in the best interests of the child, the reassessment will be led by the learning development team of academic and behavioral specialists. This is to ensure that your child can access the right support at the ASE tailored to their specific needs.